National Disaster Recovery Program Database (NDRPD)

*Program Submitter Role
User Guide*

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1 Introduction

1.1 Description of National Disaster Housing Program Database

Under the National Disaster Housing Strategy, which called for the establishment of a National Disaster Housing Task Force (NDHTF), the NDHTF was tasked with creating a web based tool that would collect data on different programs to help communities rebuild after a disaster.

The National Disaster Recovery Program Database (NDRPD) works as a central location for entities such as state and local governments and emergency managers to view disaster assistance programs from Federal, state, for-profit, non-profit, and charitable organizations.

The NDRPD allows the public to find information on:
- Program recipients
- Eligibility criteria
- Resources offered
- Application process
- Contact information
- Website for additional information
  and more…

1.2 User Accounts

There are two types of user accounts available to the public for the NDRPD:
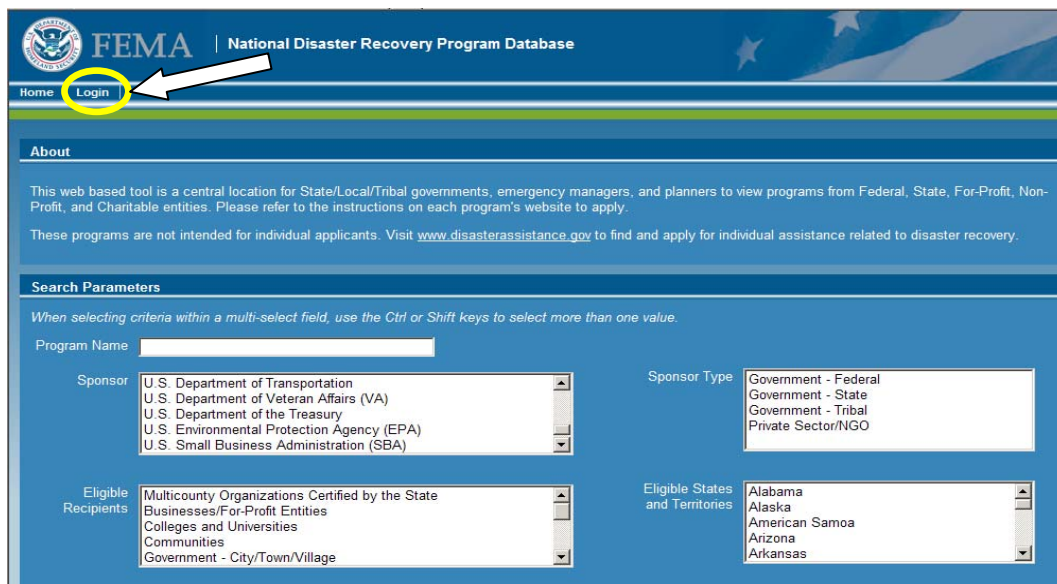
- **Public User (Viewer)**
  - This role is available to the public and does not require logging in
  - Able to:
    - Search and view details for all <u>approved</u> programs

- **Program Submitter**
  - This role requires internet registration and log in
  - Able to:
    - Search and view details for all <u>approved</u> programs
    - Submit new programs for approval
    - Edit his/her own programs
    - Deactivate his/her own programs that are no longer valid
    - Requires review every 12 months of each program, or programs will automatically sunset and be removed from the database.

2 Using NDRPD

2.1 Obtaining Submitter Rights

To access the public side of the NDRPD, go directly to the link provided on the National Disaster Housing Strategy Resource Center http://www.fema.gov/emergency/disasterhousing/ and click on the link next to the National Disaster Recovery Program Database title.
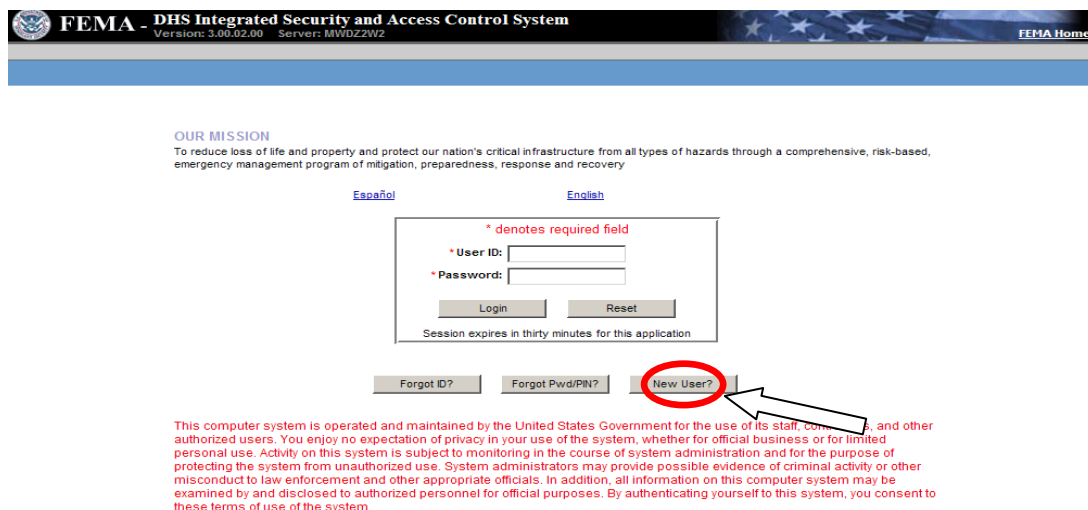
Below is the site you will see after you click on the National Disaster Recovery Program Database link.

To obtain a new Program Submitter account, click the "Login" link from the NDRPD internet site.

On the following page (shown below), click the "New User?" button to register for a new NDRPD Program Submitter account.

After you click "New User" please type the security code displayed on the screen

Follow the information on the screen and enter your account information and create a user ID and password. Next, click on the "Click here to request new privileges" button to request access to the NDRPD system.

On the Available Applications page, click the "Request Access" button for the National Disaster Recovery Program Database internet site. This will redirect you to the site and show you as being logged in.
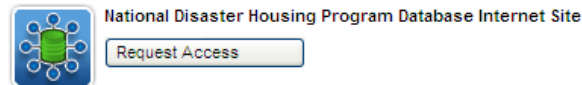
2.2 Accessing the NDRPD

To access the public side of the NDRPD, click the link on the National Disaster Housing Strategy Resource Center
http://www.fema.gov/emergency/disasterhousing/

No login or password is needed if you are a public viewer and just want to search programs in the database.

If you want to review, edit, or add new programs click on the "Login" link in the header and login with your Program Submitter User ID and Password.

2.3 How to use NDRPD

2.3.1 Search for Program

All users, regardless of user role, have the ability to search for programs.

A program is only searchable/viewable to the Public Users (Viewers) once it is has been approved by the FEMA Program Approver.

To search for a program, select the criteria in any of the multi-select search boxes.
- All boxes do not have to be selected for the program to provide search results, but if you select more criteria in multiple fields the program will produce a more focused report of more specific programs.
- When selecting more than one criterion within the multi-select field, hold the Ctrl or Shift key when you make additional selections.
- To remove a selected item hold the Ctrl or Shift key and click on it again
- Once all the criteria have been selected click the "Search" button to view the results. Results are displayed at the bottom of the page.
- You can broaden or narrow your search by removing or selecting additional criterion.
- Click "Reset" at the bottom of the page to de-select all search fields
- If you know the name of the program you can enter it into the "Program Name" box and click "Search"
- To view your results in an Excel spreadsheet, click "Export to Excel"

2.3.2 **View Program Information**

Public Users (Viewers) can only search for and view approved programs. They are not permitted to edit any information.

To view the details for a specific program, click on the name of the program you wish to view from the search results. This will display the all of the program's information, including a description of the program, eligible recipients, types of assistance offered, and up to two business points of contact, if available. For descriptions of the information fields see Appendix A: Definitions below.

Sample of some of the information found on the program information page

2.3.3 View Programs Linked to Your Account

Once logged in as a Program Submitter, you can view all of the programs you have previously submitted and their status by clicking the "My Programs" link at the top of the page.

The next page you will see is a listing of all your programs categorized by their approval status.

1. Programs "**Pending Approval**" are programs that have been submitted to FEMA for approval but have not yet been approved. These programs are not searchable/viewable to the public or other Program Submitters.

2. "**Approved**" programs are programs that have been approved by FEMA and are searchable/viewable to the public. A program will remain publicly available until it expires (Program Expiration Date) or is deactivated by the Program Submitter.

3. "**Disapproved**" programs are programs that were not approved by FEMA and are therefore not searchable/viewable to the public. FEMA is required to provide a reason for each disapproval. You can view the reason by clicking on any disapproved program. Disapproved programs may be resubmitted for approval.

4. "**Deactivated**" programs are programs that have either expired, i.e. past the Program Expiration Date, or you have deactivated personally. Once a program is deactivated, it is no longer searchable/viewable to the public. A deactivated program cannot be re-activated. Once a program is deactivated, in order for it to be listed again the program information must be re-entered and re-submitted under a different program name.

2.3.4 **Create and Submit a Program**

Program Submitters have the ability to submit programs for approval. All submitted programs are reviewed and approved, or disapproved, by the FEMA Program Approver.

To create a new program, log in to your submitter account and click on the "Create New" button on the homepage. Enter information on the program (see Appendix A for field definitions) and click the "Submit" button. The FEMA Program Approver will review for approval.
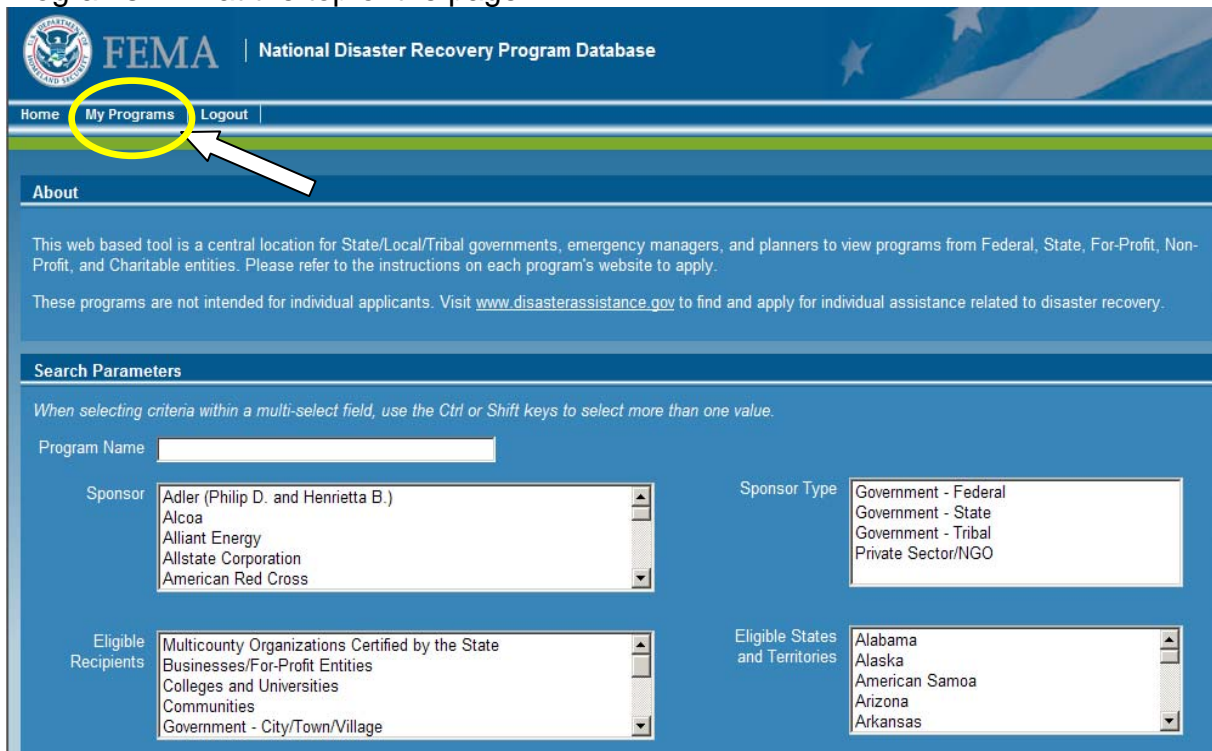
- If the sponsor of the program is not listed under the "Sponsor" dropdown please contact NDHTF@dhs.gov for a new entry to be created. You will be notified once that entry has been created and then can proceed with entering the new program
- If you are entering a Federal program, please make sure to add the Catalogue of Federal Domestic Assistance (CFDA) Program Number into the "Description" box.

Note: Required fields are indicated by a red asterisk (*). Each field with an "Add" button allows you to add multiple entries. **For each of the information boxes, you must click on the "Add" button to make sure that the information you have submitted is added into the database. At least one selection from the "Available States" OR "Available Territories" boxes must be selected. For the "Available States" and "Available Territories" boxes you have the choice of clicking the "Add" button (for individual states/territories) and "Add All." The "Add All" button for the "Available States" box will add all 50 States and the District of Columbia. Clicking "Add All" for the "Available Territories" box will add Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, Northern Mariana Islands, Marshall Islands, U.S. Minor Outlying Island, Palau, and Federated States of Micronesia).**

After all the information for the program has been submitted click "Submit." You will see a box pop up asking you if you want to submit the program, click "yes." Once the program is submitted the page will display a message saying "Submit Successful"

2.3.5 **Edit a Program**

Once logged in as a Program Submitter, you can edit your programs by clicking the "My Programs" link at the top of the page.

On the My Programs page, the programs are displayed according to their status. Click on the name of the program you wish to edit. Once you are on the program information page click the "Edit" button.
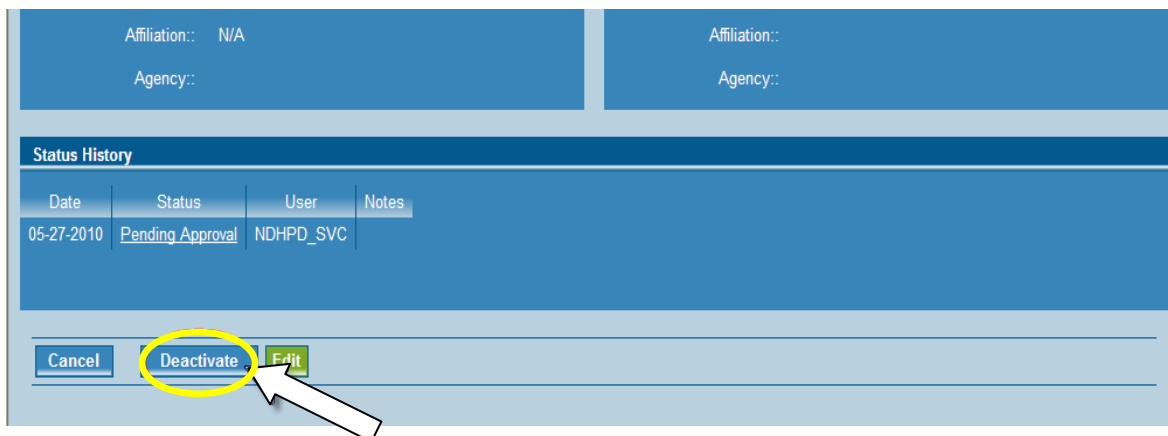
Make any changes you need to the program and select "Submit." You will see a box pop up asking you if you want to submit the program, click "yes." Once the program is accepted the page will display a message saying "Submit Successful." Changes will not be seen on the public site until approved.

2.3.6 Deactivate a Program

To deactivate a program, click on an approved program from the My Programs page. Click on the name of the program you wish to deactivate. Once you are on the program information page click the "Deactivate" button.

Note: Once a program is deactivated it is no longer searchable/viewable to the public. In order to reactivate the program it will need to be resubmitted and reapproved. A deactivated program cannot be re-activated without being resubmitted.

2.3.7 Reactivating a Program

To reactivate a program, click on the deactivated program from the My Programs page. Click on the name of the program you wish to reactivate. Once you are on the program information page click the "Edit" button. Make any changes to the program that are needed, or just add a space in the description box if all the information is still relevant. Then hit submit. Once it is approved it will show on the public site.

2.3.8 Update Program Expiration Date

Each time a program is entered into the database it is assigned an expiration date, a calendar year from its entry. If no change is made to the program during that year, the program will automatically deactivate. Submitters will receive an email 30 days before the expiration date reminding them that they must review the program and make any updates such as program changes or contact information updates. If all the information is still accurate, the submitter will update the date and the program will remain on the site for another year.

To make changes
1. Login to your submitter account
2. Select the program that you would like to update.
3. Click "Edit"
4. Change any fields that need updating
5. Click the calendar icon next to the "Expiration Date" box.
6. Select a date that is one calendar year from the date you are updating it (not from the original expiration date)
7. Then "submit" the program with the new date.

8. Once the Administrator reviews and approves the program you will be notified and the changes (if any) will appear on the site.

Note: Once a program is deactivated it is no longer searchable/viewable to the public. If your program is deactivated it cannot be reactivated and must be reentered as a new program. Please make a minor change to the program name if you have to reenter it otherwise the database will recognize it as a duplicate entry and will not accept it.

3 Questions or Suggestions

For all program-related inquiries, please contact the National Disaster Housing Task Force at NDHTF@dhs.gov.

If you experience technical issues using the NDRPD or website, please contact the RIMS Team at fema-rims@dhs.gov.

4 Usage and Posting Policy

The purpose of this site is to list resources for communities, state, tribal, and local officials to leverage in times of disasters. **This site is not a place for individuals to find assistance**. Individuals and families who wish to apply for assistance should visit www.disasterassistance.gov. This database allows for government officials, emergency managers, planners, and organizations to find programs and target results based on location, or type of recipients, such as a universities or city governments. The information in the database is provided in partnership with the program sponsors that include Federal/state/tribal/territorial/local governments, for-profit, non-profit, and charitable organizations. Please refer to the program sponsors websites for instructions on how to apply.

Organizations are welcome to post and update information on their programs to help state and local officials find and apply for them. However, this is a moderated forum. This means that FEMA will be performing a review of all posts and will remove any listings that do not comply with our guidance. To be included in this resource programs must meet the following criteria:
- Programs must not discriminate against applicants
- Programs must be intended for applications from communities, local, and state governments.
- Programs must be related to preparing for, protecting against, responding to and recovering from disasters.
- Programs must be available to assist areas impacted by disaster.
- Programs must be geared towards key sectors of recovery/development (ex. Education, Infrastructure, Housing, Community Capacity Building, Health Services, Historic & Cultural, Public Service, Environmental, Flood Plain Management & Mitigation)
- Programs must be free of commercial use and may not endorse a product or service.
- Programs must not charge for assistance.

In addition to a review for programmatic requirements all postings will be reviewed for appropriate content. Posts that are off-topic, include abusive or vulgar language, spam, hate speech, personal attacks, personal details such as: a FEMA case number or social security number, advertisements or endorsements of products, or similar content will not be posted on this site. We reserve the right to determine which postings are acceptable for this page. If your post was not accepted or if you have questions about the criteria please contact us at: NDHTF@dhs.gov

FEMA disclaims any liability for any loss or damage resulting from any content posted on this page. FEMA does not verify and takes no responsibility for the accuracy of any information on program sponsor's websites. This forum may not be used for the submission of any claim, demand, informal or formal complaint, or any other form of legal and/or administrative notice or process, or for the exhaustion of any legal and/or administrative remedy. State and local governments should perform all appropriate due diligence prior to using any of these resources. State and local governments should follow their own procedures when utilizing these programs.

5 Appendix A: Definitions

1. **Program Name (Required)** – The name of the assistance program offered.

   For example, "CUNA Mutual Group", "Disaster Service Program", or "Section 203 (k)" if that's the federal program name.

   Please note: To ensure consistency across all entries please do not enter everything in CAPS.

2. **Sponsor (Required)** – The name of the organization sponsoring the program. Please check first to see if the name appears in the drop down list. If it exists, select it and continue. If the name does not appear in the list, please contact NDHTF at NDHTF@dhs.gov to have your organization added. You can enter in your program information once you have received email confirmation from the NDHTF that your organization has been added and it appears on the dropdown list.

3. **Sponsor Type (Required)** – Describes the type of organization offering the program. For example, the "Aviva USA Charitable Giving" is offered by the charitable foundation Aviva USA and is listed as a "Private Sector/NGO". A "charitable foundation" is small organization that is non-profit and can offer donations. An example of a Federal program is "Disaster Legal Services." This program is sponsored by a Federal agency, FEMA, and is listed as "Government – Federal."

4. **Assistance Phase (Required)** – The phase during which the program would be used. Example: Mitigation, Emergency, Interim, Long-Term. This field is not required and may be left blank.

5. **Expiration Date (Required)** – Automatically populates to a year from date of entry. Please remember to update the expiration date once it comes closer to the date. (see 2.3.6)

   Please note: The date can be set to less than a year out but not greater than one year from the entry date.

6. **Description (Required)** – Brief description of the program and what it offers. If this is a Federal program it will also have the Catalogue of Federal Domestic Assistance (CFDA) Program Number into the "Description" box.

   Please note: If there is additional information about the program that is not covered in the other fields, please input that information here.

7. **Program Website** – Website provided by the program's sponsoring organization for additional information.

8. **Eligible Recipients (Required)** – Target audience for the program.

9. **Eligible States/Territories (Required)** – Target states/territories for the program.

10. **Eligibility Criteria (Required)** – Detailed eligibility requirements for the program.

11. **Assistance Offered (Required)** – Detailed type of assistance and the amount offered. Capacity is how much assistance the program can offer. If you are not willing to share this specific information please type "N/A" into the Capacity text box.

12. **Program Requirements (Required)** – Detailed instructions regarding how to apply, activate, or extend the program.

13. **Primary Business Point of Contact (Required)** – Detailed information for the point of contact for the program.

    Please note: Please only enter business contact information. You may only add up to two contacts per program.